

DIRECTOR OF HOUSING AND NEIGHBORHOOD REVITALIZATION

Class Definition

Under general direction, plans, organizes, and directs the operations of the Department of Housing and Neighborhood Revitalization.

Distinguishing Characteristics

The Director of Housing and Neighborhood Revitalization directs the operation of the Department of Housing and Neighborhood Revitalization. The incumbent is required to use independent judgement and discretion in directing the City's housing development and rehabilitation programs, neighborhood revitalization efforts, code enforcement, historic preservation, and community sanitation programs and services. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Establishes broad departmental policies, and directs and coordinates the work of subordinates in carrying out programs and established policies.

Directs departmental staff in advising the City Council, Housing and Community Development Commission, and various other boards and commissions in determining broad policies and in rendering specific decisions.

Recommends new standards and program changes pertaining to the City's housing rehabilitation and housing development programs, neighborhood revitalization efforts, code enforcement programs, historic preservation program, community sanitation programs and services, and recommends revisions to those in existence.

Consults with other department heads, developers, citizen groups, and officials on housing and neighborhood revitalization matters.

Directs the preparation of final budget requests for submittal and administers approved budget.

Attends meetings of various boards, commissions and committees as required regarding housing rehabilitation, housing development, neighborhood revitalization, code enforcement, historic preservation, community sanitation services and programs, and other related matters.

Performs related duties as required.

Knowledge, Abilities, and Skills

Extensive knowledge of the principles, practices, and procedures involved in the administration of housing rehabilitation, development and financing programs, neighborhood revitalization programs, code enforcement, community sanitation programs and services.

Extensive knowledge of the organization and functions of city government.

Extensive knowledge of housing construction and inspection.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of the principles and procedures of municipal budget preparation and administration.

Ability to administer a variety of on-going activities which involve complex housing rehabilitation, construction or development matters.

Ability to plan, organize, and direct the work of subordinate staff.

Ability to establish and maintain effective working relationships with subordinates, City officials, and the public.

Ability to formulate substantive recommendations for housing rehabilitation, housing development and financing, neighborhood revitalization, code enforcement and community sanitation programs and services.

Ability to develop, implement, and administer comprehensive housing programs and standards.

Ability to exercise independent judgement within general policy guidelines.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Ability to make clear and persuasive oral presentations.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in public administration, urban planning, political science, social sciences, civil engineering, architecture, or related field; and five years of administrative or management experience in one or more of the following areas: governmental housing rehabilitation, housing development, planning, civil engineering, architecture, construction inspection, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Human Resources

DATE: _____

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